

- 46 b. Five separate ballots were taken. The first (4) ballots were the same, with 4 votes for 1
47 candidate, 3 votes for a second candidate, and 1 vote for a third candidate. The final
48 ballot resulted in a majority vote of 5 for Karen Borchert, and 3 for Michael Koidal.
49

50 **2. MOTION TO:** Suspend the rules on each succeeding ballot taken to allow the dropping of the
51 candidate with the lowest number of votes.
52

53 MOTION BY: Director D'Angelo SECONDED BY: Director McRoberts
54 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
55 IN FAVOR: Unanimous.
56 AGAINST: None. ABSTAINED: None.
57

58 **IV. ANNOUNCEMENT OF BOARD CANDIDATE APPOINTMENT**

- 59 a. The N&E Representative announced Karen Borchert was appointed as the new Board
60 member and was invited to take a seat at the BOD table.

61 President Entrikin called a recess at 7:47 p.m. The BOD reconvened into Open Session at 7:50 p.m.

62 **V. ANNOUNCEMENTS**

- 63 a. Snow Response Report [GM]
64 i. The GM gave a detailed review of the staff operational response to the January
65 Snow Event.
66 b. Director Tischleder reported on the first 2020 Board meeting of the Whatcom Council of
67 Governments and gave an update on what was discussed.

68 **VI. PROPERTY OWNER COMMENTS AND BOARD RESPONSE [15mins]**

- 69 a. Public comment was given.
70 b. A member of the N&E Committee requested that the attorney opinion re: Quorum
71 Requirements be publicly released.

72 **VII. APPROVAL OF CONSENT AGENDA**

- 73 a. 11.14.19 BOD Meeting Minutes
74 b. 12.12.19 BOD Meeting Minutes
75 c. 12.12.19 Special BOD Meeting Minutes
76

77 **3. MOTION TO:** Approve the Consent Agenda.
78

79 MOTION BY: Director Bowens SECONDED BY: Director Tischleder
80 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
81 IN FAVOR: Unanimous.
82 AGAINST: None. ABSTAINED: None.
83

84 **VIII. GENERAL MANAGER'S REPORT – JANUARY**

- 85 a. Posted Online; As Submitted.

86 **IX. TREASURER'S REPORT AND VOTING AS NECESSARY**

- 87 a. Capital Requests
88 i. CRRRF – Security Cameras
89 1. The original security camera system purchased for the Community Center
90 in 2018 is off-brand, wi-fi enabled, and solely accessed through a mobile

1 app. A variety of vulnerabilities were outlined regarding the original
92 installation, integrity, and functioning of the equipment.

- 93 2. The new recommended security camera system is a commercial-grade
94 managed system, standard with the rest of SVCA's facilities. The
95 equipment retains up to 60 days of archival footage and a technician is
96 available for response in the event of a service issue.
97 3. There are sufficient funds leftover in the 2019 Barn 8 Emergency Repairs
98 Fund to cover the cost of this equipment. Emergency Repairs was ranked
99 Priority "A" in the CRRRF Prioritization Matrix.

100
101 **4. MOTION TO:** Approve \$6,046.74, including tax, allocation from the CRRRF account for purchase
102 of camera security system for the Community Center.

103
104 MOTION BY: Director McRoberts SECONDED BY: Director D'Angelo
105 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
106 IN FAVOR: Unanimous.
107 AGAINST: None. ABSTAINED: None.
108

109 ii. CRRRF – Pumphouse Equipment Replacement

- 110 1. The County is doing an in-depth inspection of all facilities this year, and
111 the current flow rate in the pool is not up to standard. This has the
112 potential impact of preventing the pool from opening to the public.
113 2. The existing equipment is residential-grade, not commercial-grade,
4 therefore its useful life is limited given the pool's current application.
115 3. This item was slated for replacement in the 2019 Reserve Study.

116
117 **5. MOTION TO:** Approve \$19,362.11, including tax and contingency, allocation from the CRRRF
118 account for replacement of Quiet Pool equipment.

119
120 MOTION BY: Director McRoberts SECONDED BY: Director Borchert
121 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
122 IN FAVOR: Unanimous.
123 AGAINST: None. ABSTAINED: None.
124

125 iii. CRRRF – Utility Vehicles Replacement

- 126 1. The existing units are an average age of 18 years. Repair costs have
127 exceeded the value of the units.
128 2. An estimated \$7,000 would be saved on replacement parts, and 80
129 mechanic labor hours by replacing these vehicles.
130 3. 3 bids were solicited; staff recommends the John Deere quote with a 5-
131 year lease option and \$1 buyout. The replacement units would have a
132 useful lifespan of approximately 15 years or more. The existing units
133 would be sold; funds revert to CRRRF.

134
135 **6. MOTION TO:** Approve a CRRRF allocation of \$1,737.47 per month for 5 years, for a total
136 obligation of \$104,248.20, for lease of (5) utility vehicles.

137
138 MOTION BY: Director McRoberts SECONDED BY: Director D'Angelo
139 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
140 IN FAVOR: Directors D'Angelo, Borchert, McRoberts, Entrikin, Pearce.
141 AGAINST: Directors Tischleder, Bowens, Jones. ABSTAINED: None.
142

143 iv. CRRRF – Trim Mower Replacement

- 144 1. The existing unit is a 2008 model with 3,000 hours on it. It has had
145 multiple breakdowns in and affects our competitiveness in the
146 marketplace.
147 2. The proposed replacement unit will require less maintenance and increase
148 productivity, resulting in an estimated cost savings of \$3,000 per year in
149 operational expenses and 40 mechanical labor hours each year.
150 3. 3 bids were procured. Staff recommends the John Deere quote with a 5-
151 year lease option.
152

153 7. **MOTION TO:** Approve a CRRRF allocation of \$734.17 per month for 5 years, for a total
154 obligation of \$4,050.20, for purchase of a new Trim Mower.
155

156 MOTION BY: Director McRoberts SECONDED BY: Director D'Angelo
157 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
158 IN FAVOR: Directors D'Angelo, Borchert, McRoberts, Bowens, Pearce.
159 AGAINST: Directors Tischleder, Jones. ABSTAINED: None.
160

161 b. 2019 Audit Update

- 162 i. The Accounting Manager has recommended beginning Audit discussions, so the
163 2019 Audit does not get pushed out to the end of the year.
164 ii. In 2019, a 3-year contract was signed with Newman & Associates.
165 iii. Annual evaluation of the external auditor's performance is a responsibility of the
166 Finance Committee; a recommendation is made to the BOD for retention or
167 replacement.
168 iv. Staff and Finance Committee members indicated there were numerical
169 inconsistencies requiring correction, omissions, inadequate communication, and
170 procedural discrepancies in the course of preparing the Audit.
171 v. No legal ramifications are foreseen should the contract be cancelled.
172

173 8. **MOTION TO:** Not approve Newman as Auditor for the 2019 finances.
174

175 MOTION BY: Director McRoberts SECONDED BY: Director Borchert
176 APPROVED: _____ NOT APPROVED: _____ TABLED: X DIED: _____
177 IN FAVOR: _____
178 AGAINST: _____ ABSTAINED: _____
179

180 9. **MOTION TO AMEND:** Table vote until release of Attorney's opinion if contract can be
181 terminated without repercussions.
182

3 MOTION BY: Director Tischleder SECONDED BY: Director D'Angelo
184 APPROVED: X NOT APPROVED: _____ Tabled: _____ DIED: _____
185 IN FAVOR: Unanimous.
186 AGAINST: None. ABSTAINED: None.

187
188 c. November 2019 Financial Statements

- 189 i. The Accounting Manager reviewed the November 2019 Financial Statements and
190 fielded questions from the BOD.
191 1. The average monthly collections rate remains stable at 97.2%; it was
192 97.4% in November 2018.
193 2. Expenses to revenue ratio is 91.8%; this is an improvement over 95.2% in
194 November 2018.
195 3. Net income is \$286,000. This is an increase from \$143,771 in November
196 2018.
197 4. The decision was made to spend \$64,427 out of Operations to fund
198 pothole repairs.

200 **10. MOTION TO:** Table Roads Capitalization explanation discussion until the 2nd BOD Meeting in
201 February.

202
203 MOTION BY: Director McRoberts SECONDED BY: Director Borchert
204 APPROVED: X NOT APPROVED: _____ Tabled: _____ DIED: _____
205 IN FAVOR: Unanimous.
206 AGAINST: None. ABSTAINED: None.

207
208 d. Capital Reporting as of 12.31.19

- 209 i. Staff responded to questions from the BOD about open capital projects.

210 **X. COMMITTEE REPORTS AND VOTING AS NECESSARY**

211 a. Communications Committee

212 i. Approval of (1) Committee Member

- 213 1. Sunny Palmtag was approved to the Communications Committee by
214 acclamation.

- 215 ii. Director Bowens noted on Tuesday, April 21st, the Communications Committee
216 will be hosting Bellingham High School for an Open Forum about creating
217 connections in the community.

218 b. Document Review Committee

- 219 i. No business to report.

220 c. Emergency Preparedness Committee

221 i. Approval of Committee Members

- 222 1. David Lillie, Tom Fields, Mark Lester, and Steve Teske were approved to
223 the Emergency Preparedness Committee by acclamation.

224 ii. Community Safety Planning Taskforce

- 225 1. Director D'Angelo noted that the former LRPC Community Safety
226 Planning Subcommittee has now been folded into the EPC.

227 d. Finance Committee

- 228 i. Approval of (1) Committee Member

- 229 1. Rick Gray was approved to the Finance Committee by acclamation.
 230 e. Long-Range Planning Committee
 231 i. Chair Tischleder reported that an infographic was created illustrating the results
 232 of the Community Survey regarding Health, Welfare, and Safety. It will be
 233 distributed via email blast.
 234 f. Nominations & Elections Committee
 235 i. The ASM gave an update on the SGM ballot count to date:
 236 1. 735 ballots received.
 237 2. 15 were returned Undeliverable.
 238 3. 3 were invalid.
 239 4. 7 were not current.
 240 g. Parks, Trails, and Recreation Committee
 241 i. Approval of Committee Members
 242 1. Arron Brune, Mixie Kingman-Eddy, Kathleen Laughlin, Lucinda Rigas,
 243 and Bob Wolven were approved to the Parks, Trails, and Recreation
 244 Committee by acclamation.
- 245 **XI. CONTINUING BUSINESS AND VOTING AS NECESSARY**
 246 a. Correction of 10.10.19 BOD Meeting Minutes [McRoberts]
 247 i. In order to more accurately reflect what happened at the 10.10.19 BOD Meeting,
 248 amend Motion #2 to state, "Delete all Board Specific Policy items [Policies
 249 1994.16, 1995.06, 2000.16, 2000.24, 2006.01, 2009.01, 2009.06, 2009.07,
 250 2010.03, 2010.04, and 2010.07] that were presented for discussion in the 9.26.19
 251 agenda packet except 2005.01 and 2010.08." Also, amend Motion #3 to state,
 252 "Delete all General Administration policy items [Policies 1994.03, 1994.09,
 253 2000.21, 2009.05, and 2009.08] that were presented for discussion in the 9.26.19
 254 agenda packet." The third motion in the 10.10.19 BOD Meeting Minutes should
 255 read: "Delete all General Administration policy items that were presented for
 256 discussion in the 9.26.19 agenda packet."
 257 ii. The revised 10.10.19 BOD Meeting Minutes will be put forward for approval at
 258 the 2.13.20 BOD Meeting.
 259 b. Strategic Planning Session – May 2nd [Enrikin]
 260 i. Date: May 2nd – specific timings to be determined by meeting facilitator.
 261 ii. Location: Off-site, possibly HUB conference center which would be free for
 262 SVCA to utilize.
 263 iii. President Enrikin directed staff to identify possible facilitators.
- 264 **XII. NEW BUSINESS AND VOTING AS NECESSARY**
 265 a. Team Building Session [Enrikin]
 266 i. Director McRoberts proposed setting up a time for the BOD to meet, discuss
 267 goals, and create cooperative working agreements.
- 268 **XIII. PROPERTY OWNER COMMENTS AND BOARD RESPONSE [15mins]**
 269 1. Public comment was given.
- 270 **XIV. ADJOURNMENT**
 271 a. The meeting was adjourned at 11:01 p.m. by acclamation.

Approved by:



Paula Birchler, Board of Directors Secretary